

## Painter's Checklist

**Note:** Place a check mark (✓) beside each item you clean/paint. Also, let the Manager know if sheetrock, doors, or wallpaper need repairs, before you start painting.

Community: \_\_\_\_\_ Apartment No.: \_\_\_\_\_  
Date assigned: \_\_\_\_\_ Assigned to: \_\_\_\_\_

### Walls/Ceilings:

- \_\_\_\_\_ Drop cloth where needed
- \_\_\_\_\_ Remove light globes, wall plates, etc.
- \_\_\_\_\_ Paint ceiling (if manager says to paint)
- \_\_\_\_\_ Cut-in around A/C vents (unless told to paint them)
- \_\_\_\_\_ Replace light globes, wall plates, etc.
- \_\_\_\_\_ Clean paint from windows, drape/blind hardware, etc.

### All Other Doors/Shelves/Baseboards:

- \_\_\_\_\_ Drop cloth where needed
- \_\_\_\_\_ Dust off shelves
- \_\_\_\_\_ Sweep around baseboards
- \_\_\_\_\_ Paint shelves – top & bottom
- \_\_\_\_\_ Paint baseboards
- \_\_\_\_\_ Paint doors (both faces, sides, top, bottom)
- \_\_\_\_\_ Clean paint from door hardware, etc.

Other: \_\_\_\_\_

### Kitchen:

- \_\_\_\_\_ Drop cloth where needed
- \_\_\_\_\_ Remove wall plates, light globes
- \_\_\_\_\_ Paint ceiling (if manager says to paint)
- \_\_\_\_\_ Paint walls
- \_\_\_\_\_ Paint doors
- \_\_\_\_\_ Paint pantry shelves – top & bottom
- \_\_\_\_\_ Paint cabinets (if painted & Manager says to paint)
- \_\_\_\_\_ Sweep around baseboards
- \_\_\_\_\_ Paint baseboards
- \_\_\_\_\_ Clean paint from wallpaper, cabinet work, countertops, light fixtures/outlets/switches, door hardware, tile or vinyl floor, & sink
- \_\_\_\_\_ Replace wall plates, light globes, etc.

1 2

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Bathroom 1-2:

- \_\_\_\_\_ Drop cloth where needed
- \_\_\_\_\_ Paint ceiling (if manager says to paint)
- \_\_\_\_\_ Paint walls
- \_\_\_\_\_ Paint doors
- \_\_\_\_\_ Paint A/C access door
- \_\_\_\_\_ Paint linen closet shelves – top & bottom
- \_\_\_\_\_ Paint cabinets (if painted & manager says to paint)
- \_\_\_\_\_ Sweep around baseboards
- \_\_\_\_\_ Paint baseboards
- \_\_\_\_\_ Clean paint from wallpaper, cabinet work, tub/shower walls, shower doors, rods, hardware towel bars, sink, counter tops, mirrors, tub, toilet, light fixtures, outlets, outlet covers, door hardware, tile/vinyl floor
- \_\_\_\_\_ Replace wall plates, light globes, etc.

Other: \_\_\_\_\_

### Outside Utility Room:

- \_\_\_\_\_ Drop cloth where needed
- \_\_\_\_\_ Paint ceiling (if manager says to paint)
- \_\_\_\_\_ Paint walls
- \_\_\_\_\_ Dust & paint shelves
- \_\_\_\_\_ Paint doors

### General:

- \_\_\_\_\_ Wipe down & paint outside face of front door (if manager says to paint)
- \_\_\_\_\_ Paint fireplace & mantle (if manager says to paint)
- \_\_\_\_\_ Do not paint electric panels or other metal surfaces unless directed by the Manager and if so, clean off dust & use wire brush before painting
- \_\_\_\_\_ Do not pour paint directly in sinks, tubs, commodes, etc.
- \_\_\_\_\_ Clean all paint, etc., throughout apartment

Other: \_\_\_\_\_

Painter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IREMFIRST Disclaimer Statement

DISCLAIMER: These sample forms and agreements are not endorsed by the Institute of Real Estate Management. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.